

STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR

NEW PRISON MANAGER

DEPARTMENT OF CORRECTIONS

DELANO, CALIFORNIA

SALARY
\$7,105 - \$7,684/MONTH

FINAL FILING DATE:
UNTIL FILLED

The New Prison Manager operates under the supervision of the Chief Deputy Warden of the Security Operations and Maintenance Branch within the Facilities Management Division. The position of New Prison Manager is established for each site-specific new prison 13-months prior to its activation but not prior to the completion of the Environmental Impact Report. During the initial 60 days after appointment, the New Prison Manager will participate in an orientation program to familiarize him/herself with the prison construction project. Twelve months prior to the activation of the new prison, the New Prison Manager will establish a site-specific community relations team which will focus on active participation in the community. The New Prison Manager will be responsible for recruiting and hiring an Executive Secretary who will become a member of the site-specific community relations team.

Once the New Prison Manager's office is established in the community, he/she will attend meetings with community leaders, respond to questions regarding the new prison, and develop a beneficial community rapport. Community groups and service organizations including Chamber of Commerce, homeowners associations, church groups, and Parent Teachers Association, all require direct and continuous updating and contacting. On an ongoing basis, the New Prison Manager will attempt to alleviate concerns in areas such as water, sanitation, traffic, crime rates, housing, schools, financial impact, employment, hospitals, fire protection, business, and law enforcement responsibilities. Additionally, concern regarding security issues, such as types of inmates incarcerated, inmate work programs, departmental policies, and parolees and inmate visitors relocating into the community, will be sensitive and important issues to community residents.

TYPICAL DUTIES:

The New Prison Manager will be involved in work which includes recruitment and assistance to applicants with job information, office contact with the public regarding concerns about the prison, touring the building site, local treatment plants, sewage plants, and/or reservoirs, locating prospective housing resources for staff, and establishing contacts with local vendors. Additionally, he/she will make frequent contacts with community groups to respond to their concerns in areas which they perceive as important. The New Prison Manager will ultimately become the administrative head of the new prison once it is functioning. Thus, the New Prison Manager will be responsible for ensuring that necessary tasks are completed in a timely fashion so that the prison will function once it is constructed. This will involve constant coordination and liaison with headquarters staff and providing direction and supervision of the prison lead activation staff in Personnel, Business Services, Procurement and Plant Operations. Tasks will include ensuring that: appropriate documentation is prepared to enable the hiring of staff in conjunction with the Personnel Activation Schedule; necessary Business Services functions are completed so that when the remaining prison staff are hired, they will be able to function effectively; and operational procedures, post orders, desk procedures, etc; are available when staff are brought on board. This position provides a critical link between the Facilities Management Division and the individual prison. It is through this linkage that responsibility for the actual day-to-day operation of the new prison will transition from the Facilities Management Division to the New Prison Manager and site-specific staff.

QUALIFICATIONS:

Candidate must have the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Knowledge of the organization and functions of California State government including the organization practices of the Legislature and the Executive Branch.
- Principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; and a manager's role in achieving an equal employment opportunity workplace.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices.
- Ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.
- Analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity objectives.

The New Program Manager is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code, Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application.)

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws or arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employee's Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program and long-Term Disability Insurance

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging; meals; incidentals; mileage; sale of residence; moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

REVIEW AND SELECTION PROCESS

An executive screening committee will evaluate the application materials submitted for this position and will select the candidates with the most desirable qualifications for further consideration and may or may not be scheduled for an interview.

HOW TO APPLY

Qualified persons must complete a Standard State Application (Form 678), an appointment application from the Office of the Governor, and submit a resume of qualifications and experience. These documents must be submitted to Ron T. Kuwahara, Administrative Assistant, Institutions Division, California Department of Corrections, PO BOX 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 344N, Sacramento, California. Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at:

www.governor.ca.gov

or

<http://appointments.ca.gov/en/form/index.php>